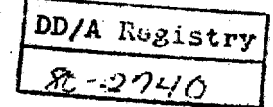
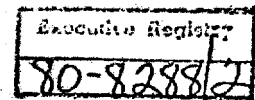


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22 December 1980

MEMORANDUM FOR: Deputy Director for Administration

FROM : Deputy Director of Central Intelligence

SUBJECT : Action to be Taken on Recommendations from Inspector General's Report of Office of Technical Service Inspection

1. I am asking you to take action on several Recommendations contained in the Inspector General's November 1980 report of the Office of Technical Service Inspection. I have informed the Deputy Director for Science and Technology and others involved that I have assigned you this action and ask that you report back to the DDCI by 30 March 1981.

2. The specific action items involved are:

- A. "Recommendation 3: That the Deputy Director for Administration aggressively pursue the General Services Administration to ensure that Office of Technical Service employees have a safe and healthful working environment."

I am aware of many of the complications involved in working through GSA, and that you were consulted early in the inspection by the Inspector General and took immediate action to resolve some of the problems cited by the inspectors based upon their interviews of OTS employees. This is an area important to employee morale and productivity that demands your continued efforts.

- B. "Recommendation 7: That the Deputy Director for Administration, in consultation with the Deputy Director for Science and Technology, review their respective graphics and printing capabilities to ensure their most efficient and productive use."

I want your assurance that we are fully exploiting the unique capabilities of these facilities without duplication and with the most efficient and economical management possible. Your survey should consider any possible economies.

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- C. "Recommendation 10: That the Deputy Director of Central Intelligence survey Agency psychological testing and assessment activities to ensure that maximum individual opportunities and organizational needs and benefits are being realized."

I am asking you to take the leadership in working with the Deputy Directors for Science and Technology and Operations to survey this program and to submit options for improved management and applications. You are aware, of course, of the issue of testing validity raised in a recent Inspector General survey of Agency staff recruiting. The comments in the OTS inspection report underscore the desirability of a more rational Agency-wide approach to testing and assessment and the employment of psychologists. I look for assurance that ways to improve cooperation and cross-fertilization among the various Agency psychological elements have been considered.

3. In addition, I ask that you participate with the Deputy Director for Science and Technology, under the leadership of the Deputy Director for Operations, in responding to Recommendation 8: "That the Deputy Director of Central Intelligence review the Agency's anti-terrorist program to ensure that it is achieving the desired results and is adequately organized, managed and supported." Elements of all three Directorates are involved in the program and we need assurance that we are conducting the program with optimum efficiency and productivity.

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✓ Frank C. Carlucci

Attachment:
Memo to DDS&T

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[90-9211/1]

22 December 1980

MEMORANDUM FOR: Deputy Director for Science and Technology

FROM : Deputy Director of Central Intelligence

SUBJECT : Approval of Recommendations of Inspector General's
Report of Office of Technical Service Inspection

1. I approved Recommendations 1 through 13 of the Inspector General's November 1980 report of the Office of Technical Service inspection on 15 December 1980. I understand that you and the Director of the Office of Technical Service (OTS) have initiated or planned action on most of the Recommendations in the inspection report. Please report to the DDCI by 30 March 1981 on the steps you have taken to implement the inspection's Recommendations which are within your purview.

2. I am asking the Deputy Director for Administration to take action on Recommendation 3 to ensure that OTS employees have a safe and healthful working environment and understand that he is already working on this problem. I am also asking him, in consultation with you, to take action on Recommendation 7 to ensure that the Agency profits from the most efficient and productive use of your respective graphics and printing capabilities. Also, I want him to take the leadership in developing with you and the Deputy Director for Operations a survey of Agency psychological testing and assessment efforts and to submit options for their improved management and application according to Recommendation 10.

3. On Recommendation 8, calling for a review of the Agency's anti-terrorist program, I am asking the Deputy Director for Operations to take the lead in working with you and the Deputy Director for Administration to survey Agency efforts in this field and to provide options to ensure that the Agency is making the most efficient use of its resources and receives the maximum return from this program. The Inspector General reports that in the current inspection of the International Activities Division of the Directorate of Operations his inspectors are encountering significant representations in

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25X9 4. I think that you and the management of OTS can find much satisfaction from the generally favorable results of the Inspector General's report. The report should be of special benefit to the new Director and Deputy Director of OTS. I request that they give special attention to Recommendation 1 which calls for increased efforts to improve personnel management. By their interviews of [redacted] OTS employees, the inspectors have highlighted employee perceptions and misperceptions that deserve management's early attention.

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[redacted]
Frank C. Carlucci

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Working Conditions

Our interviews revealed wide-spread and long-standing employee complaints and concerns over safety and health conditions in South, Central and East Buildings. We believe that the lack of corrective action has seriously eroded the morale of many employees. Their feelings were so strong and their perceptions that the GSA landlord and the Agency had failed to respond were so pervasive, that we compiled the most frequently mentioned concerns in a memorandum to the Deputy Director for Administration (DDA) with the conclusion that we believed that employee "concerns are legitimate and that appropriate action should be taken to alleviate them." The DDA's staff since has met with OTS representatives to review the situation and to find solutions.

Recommendation 3: That the Deputy Director for Administration aggressively pursue the General Services Administration to ensure that Office of Technical Service employees have a safe and healthful working environment.

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Next 3 Page(s) In Document Denied

ROUTING AND RECORD SHEET**SUBJECT:** (Optional)

Recommendations from IG's Report of OTS Inspection

FROM:

Director of Medical Services

EXTENSION**NO.**

STATINTL

DATE

5 January 1981

TO: (Officer designation, room number, and building)**DATE****RECEIVED****FORWARDED****OFFICER'S INITIALS****COMMENTS** (Number each comment to show from whom to whom. Draw a line across column after each comment.)1. C/PSS/OMS
706 C of C

1/6/81

JAW

I would appreciate your looking into Recommendation No. 10 on the attached. I have talked to [redacted] on this, and some of the work you are currently doing on PATB in relation to its validity and more universal testing would come under this. The major thrust, however, will be developing a mutually supportive and beneficial relationship between your office and [redacted]. Please note Pages 70, 71, and 72 of the attached OTS IG Report. I spoke to [redacted]

Deputy Director of OTS, who said someone would be calling you regarding these mutual concerns. If you have not been contacted in two weeks, please let me know since the DDA will be expecting something.

Robert A. Ingram, M.D.